

**From:** [Alfano, Barbara](#)  
**To:** [Moura, Rafaela](#)  
**Subject:** RE: LBC Amendment  
**Date:** Monday, March 13, 2023 9:36:00 AM

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Rafaela,

This has been an assignment for you since they told us about the budget change and I explained to you and LBC in our meeting last year that if it was a change to the budget categories of more than 10% it would need an amendment. You are to take the training that I described below and that should answer your questions. Once you take that training you are to take the necessary steps in NGGS. NGGS assigns the amendment number after the grant number. That is not something that you will be adding.

This is a priority and you and I both were sent in the same emails with the attachments from LBC at the same time two months ago. I thought this amendment was underway and you are saying that it has not been started yet. So that is helpful for me to know. The training will provide you with the information for starting and completing the amendment. What else do you have on your plate right now? I know of the Wednesday Sustainability Roundtable. What did you have planned other than that so I can you prioritize?

*Barbara Alfano*  
404-217-0286

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**From:** Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>  
**Sent:** Friday, March 10, 2023 6:07 PM  
**To:** Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)>  
**Subject:** RE: LBC Amendment

Thank you Barbara,

Just to confirm, you are asking me to create a new funding recommendation for 00D97919? As 00D97919-2 or 3? There has been a few of these in NGGS. If so, what's the timeframe for this? Is your expectation that I use the original FR as the example? I plan on putting some time again to do the PO training next pay period and have added religious time to my proposed to do this but may have to change it depending on my medical condition.

This helps a lot.

Thanks,  
Rafaela

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**From:** Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)>  
**Sent:** Friday, March 10, 2023 5:43 PM  
**To:** Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>  
**Subject:** RE: LBC Amendment

Rafaela,

You are expected to prepare the Funding Recommendation in NGGS for my review. The FR is needed to process the amendment to the grant. LBC is requesting a >10% change to their budget categories as they described in the meeting with us last year and as provided and documented in their submittals to us in January. This requires that the EPA Project Officer complete the FR in NGGS to process the Amendment. Completing the change request documents the extension but it can't be used for when there is a budget change like the one LBC is proposing.

I recommend that you look at the slides at this link and if necessary, the recorded PO and GS Training Course 10: Amendments.

[https://intranet.epa.gov/ogd/on\\_line\\_training/main/live\\_po\\_and\\_gs\\_training\\_course\\_10\\_amendments/story.html](https://intranet.epa.gov/ogd/on_line_training/main/live_po_and_gs_training_course_10_amendments/story.html)

They go through the steps in that presentation and you will be able to get the process started.

I was in meetings all afternoon, otherwise I would have sent this earlier. I hope this helps.

*Barbara Alfano*

404-217-0286

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**From:** Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>

**Sent:** Friday, March 10, 2023 3:22 PM

**To:** Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)>

**Subject:** RE: LBC Amendment

I would like you to clarify what you are asking me to do. I'm not stumped, I need to know what exactly you expect from my end. The last email I received about this was regarding a change request and sending the documents we exchanged to the GS who sent a request which has been completed.

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**From:** Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)>

**Sent:** Friday, March 10, 2023 3:16 PM

**To:** Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>

**Subject:** RE: LBC Amendment

What would you like me to clarify? Where are you in the process and what step has you stumped and I can go from there. The example to use is the previous FR for this grant but you would need to make the needed changes to reflect the amended budget.

*Barbara Alfano*

404-217-0286

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**From:** Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>

**Sent:** Friday, March 10, 2023 3:05 PM

**To:** Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)>

**Subject:** RE: LBC Amendment

No problem Barbara, I did receive a message from Shantel on FRs, it would be helpful to get clarification on what steps you'd like me to take on this and if you have an example to share I can take it from there?

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**From:** Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)>

**Sent:** Friday, March 10, 2023 1:47 PM

**To:** Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>

**Subject:** LBC Amendment

Hi Rafaela,

Thank you for mentioning the amendment in the huddle. What is the status of the FR? Did you need any assistance?

*Barbara Alfano*

404-217-0286

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**From:** Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>

**Sent:** Friday, February 24, 2023 5:28 PM

**To:** Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)>

**Subject:** RE: quarterly update call & Q4 report

Got it, thanks! The last one I received when I was communicating with them was the one attached. We

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**From:** Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)>

**Sent:** Friday, February 24, 2023 5:16 PM

**To:** Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>

**Subject:** FW: quarterly update call & Q4 report

Rafaela,

Everything I have from LBC for the amendment was also sent to you. Here is the communication and attachment from January 27.

*Barbara Alfano*

404-217-0286

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**From:** Shannon Goodman <[shannon@lifecyclebuildingcenter.org](mailto:shannon@lifecyclebuildingcenter.org)>

**Sent:** Friday, January 27, 2023 4:16 PM

**To:** Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)>

**Cc:** Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>; Jay Bassett <[JayBassett@viridiscities.com](mailto:JayBassett@viridiscities.com)>; [gharris@htsenterprise.com](mailto:gharris@htsenterprise.com); Mitchell, Jimmy (Atlanta) <[Jimmy.Mitchell@skanska.com](mailto:Jimmy.Mitchell@skanska.com)>; Jackie Zong <[jackie@lifecyclebuildingcenter.org](mailto:jackie@lifecyclebuildingcenter.org)>  
**Subject:** Re: quarterly update call & Q4 report

Barbara - Thank you so much for your time today! Please find attached a side-by-side comparison of our original vs. amended budget. If you need anything additional or have questions, please let us know.

Thanks!

Shannon Goodman  
Executive Director  
Lifecycle Building Center  
678-592-0417  
[www.lifecyclebuildingcenter.org](http://www.lifecyclebuildingcenter.org)

On Tue, Jan 24, 2023 at 6:11 PM Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)> wrote:

Hi All!!

We can make sure that one of us at a minimum, either Rafaela or myself is available for the meeting! I apologize for any delay or duplication in response.

*Thanks,*

*Barbara Alfano*

**PCB & Sustainability Section Manager**

Land, Chemicals and Redevelopment Division  
United States Environmental Protection Agency Region 4  
404-217-0286

[Alfano.barbara@epa.gov](mailto:Alfano.barbara@epa.gov)

**Pronouns:** She/Her

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**From:** Shannon Goodman <[shannon@lifecyclebuildingcenter.org](mailto:shannon@lifecyclebuildingcenter.org)>

**Sent:** Monday, January 23, 2023 11:30 AM

**To:** Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>

**Cc:** Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)>; Jay Bassett <[JayBassett@viridiscities.com](mailto:JayBassett@viridiscities.com)>; [gharris@htsenterprise.com](mailto:gharris@htsenterprise.com); Mitchell, Jimmy (Atlanta) <[Jimmy.Mitchell@skanska.com](mailto:Jimmy.Mitchell@skanska.com)>; Jackie Zong <[jackie@lifecyclebuildingcenter.org](mailto:jackie@lifecyclebuildingcenter.org)>

**Subject:** Fwd: quarterly update call & Q4 report

Rafaela - I hope all is well with you. I'm circling back again to see if Friday, 1/27 at 3pm could work

for our quarterly update call? We are excited to share updates with you!

Thanks,  
Shannon

----- Forwarded message -----

From: **Shannon Goodman** <[shannon@lifecyclebuildingcenter.org](mailto:shannon@lifecyclebuildingcenter.org)>

Date: Thu, Jan 12, 2023 at 2:57 PM

Subject: Re: quarterly update call & Q4 report

To: Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>

Cc: Jay Bassett <[jaybassett@viridiscities.com](mailto:jaybassett@viridiscities.com)>, [gharris@htsenterprise.com](mailto:gharris@htsenterprise.com) <[gharris@htsenterprise.com](mailto:gharris@htsenterprise.com)>, Mitchell, Jimmy (Atlanta) <[Jimmy.Mitchell@skanska.com](mailto:Jimmy.Mitchell@skanska.com)>, Jackie Zong <[jackie@lifecyclebuildingcenter.org](mailto:jackie@lifecyclebuildingcenter.org)>

Rafaela - Please find attached our Q4 report, a voucher for the draw made in Q4, and our current budget. I have also enclosed three flyers that have been created for the program. The flyers are still in development, but we are very close to having them complete. Attached as well is the pilot program description and values statement document developed by the group that is referenced in the report.

Additionally, one of the grants that the group pursued in Q4 2022 was a \$30,000 request from the Department of Energy; a PowerPoint slide summarizing the scope of the grant proposal is attached. We should hear back on this grant by the end of January. The group also created a short video for this grant application, which can be found here:

[vimeo.com/778144153](https://vimeo.com/778144153)

I also wanted to reach out again to see if we could move our quarterly update call to 1/27 at 3pm? I will be in Asheville for a symposium on 1/20.

Thank you!

Shannon Goodman  
Executive Director  
Lifecycle Building Center  
678-592-0417  
[www.lifecyclebuildingcenter.org](http://www.lifecyclebuildingcenter.org)

On Tue, Jan 3, 2023 at 5:31 PM Shannon Goodman <[shannon@lifecyclebuildingcenter.org](mailto:shannon@lifecyclebuildingcenter.org)> wrote:

Rafaela - I hope you had a wonderful holiday break! Ours was very restful, but I did unfortunately catch COVID, so I was out of commission for much of the time. But I am doing much better now!

I am reaching out to let you know that we plan to send you our quarterly report by this Friday; I apologize for not being able to get this to you by 12/30. We've made tremendous progress, and we're very excited to share these updates with you!

Also, I have a conflict during the time of our quarterly check-in on 1/20; would it be possible to move our call to 3pm on 1/27 instead?

Thank you so much & Happy New Year!

Shannon Goodman  
Executive Director  
Lifecycle Building Center  
678-592-0417  
[www.lifecyclebuildingcenter.org](http://www.lifecyclebuildingcenter.org)